

MINUTES OF  
REGULAR MEETING  
VARNER CREEK UTILITY DISTRICT  
December 20, 2023

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session on Wednesday, December 20, 2023, in the Columbia Lakes Resort Cottages back conference room, Columbia Lakes, West Columbia, Texas 77486, inside the boundaries of the district.

to-wit:

Keith Barker	President
Randall Weeks	Vice-President
Becky Carroll	Secretary
Allan Sassin	Treasurer/Financial Officer
Jim Stubbs	Director

Also, present were the following: Debra Lanehart, 1<sup>st</sup> Capital Business Services, LLC; Ben Ryder, Ryder & Co; Ray Sauer, Resident

All members were present, thus constituting a quorum.

**Minutes are presented in order of the stated agenda even though actual order of topics may be discussed out of agenda order.**

A. Public comments: None

**B. OPERATOR'S REPORT**

1. Monthly maintenance: November 2023

- Bacterial Samples Good
- Mowed pump stations, levee, North Ditch, and right-of-way to City
- Cut cane on West Pump Station Levee and found low area and repaired.
- Prepare/plant grass on repaired leak areas.
- Pressure washed E & W pump stations.
- Inspected and repaired water main cut-off.
- Greased pumps and flood gates.
- Exercise and maintenance on storm pumps
- Repaired Fire Hydrant
- Sewer tap on 363 Twin Lakes

## B. OPERATOR'S REPORT CONT.

- Long tap: 7 long taps
  - Short taps:
  - Sewer taps and inspections: 9 taps, 9 inspections.
2. The bathroom is not complete in the maintenance barn with the sheetrock, toilet, and flooring to be completed.
  3. Ryder & Co. cleared the underbrush from around the oak trees near Marina Park. The property looks better and will be easier to maintain.
  4. Mr. Ryder reported that no further response on the TCEQ Emergency Action Plan submission has been received.
  5. Improvements to infrastructure: Consider replacing the main water line out of water plant, modernize the control panels for the storm pumps, replace switch panel at the water plant, and adding a generator at the East Pump Station.

Director Sassin made the motion to accept the Operator's Report. The motion was seconded by Director Weeks and the vote was unanimous approval.

- B. SECURITY REPORT: There have been several reports of vehicles going over the west levee to the woods. May be time to send out the rules on levee usage.

## D. SEWER AND WATER BILLING AND COLLECTION REPORTS

- Billing for the month of November 2023
  - Read dates: 10/1-10/31/23.
  - Pumped: 6,418,000
  - Consumption 6,361,200
  - Accountability: 99.11%
  - Water and Sewer Billing: \$61,198.73

# Meters billed: Residential:1,140, Builder (no sewer) 57, Sprinkler (no sewer) 10, Meter Off residential 17, Commercial: 7 water, Hotel 0, Varner Hogg 1, Meter off Commercial 0, 33 multiple sewer units Total 1265

Disconnect Date 12/27/2023.

Director Carroll made the motion to accept the water billing report for the month of December. The motion was seconded by Director Sassin and the vote was unanimous approval.

Director Sassin made the motion to approve the December 27, 2023, cut-off list. Director Carroll seconded the motion and the vote was unanimous approval.

D. SEWER AND WATER BILLING AND COLLECTION REPORTS CONT.

1. Write offs of delinquent account: None

E. ENGINEER'S REPORT.

1. Texas Pipeline Easement: No current updates were available at meeting time.
2. Randall Liska, PE representing Baker & Lawson Engineering, had provided the Board with drawings of the Levee and Swale at North Ridgewood Court at the last meeting. The drawings indicate the corrections to the installed drainage and the precautions necessary during a flood event.

Director Stubbs made the motion to repair the issue of drainage at Ridgewood Drive correctly by removing drain and replacing existing open pipe with a pipe with flap gate.. The motion was seconded by Director Sassin and the vote was unanimous approval.

3. Morris Ryder identified Sunset Oaks and Pecan Valley as two streets that need the water lines slip lined.
4. NONE

F. LEGAL/FINANCIAL:

1. Contract Review was deferred to February.

G. ADMINISTRATORS REPORT

1. Debra Lanehart presented the Cash Balance Reports with the transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts for the month of November 2023.

Motion to accept the report made by Director Sassin, seconded by Director Carroll and the vote was unanimous approval.

- 3 Budget Report/Income Statement: Debra Lanehart presented the Budget Performance Report showing \$967,472.66 of income through November 2023 or 84.87% of the total income budget of \$1,140,000.00 (revised Aug23). The reported expenses for the same period were \$108695.04 or 87.39 % of the budgeted expenses of \$1,140,000.00 (revised Aug23).

Motion to accept the Budget Report made by Director Sassin seconded by Director Carroll. The vote was unanimous approval.

4. Debra Lanehart presented the list of checks prepared for the November invoices. The checks include Thirty (30) totaling \$151,782.90 from the Operating fund. One check for \$2,186.50 from the Debt Service Fund for the 1st Quarter Appraisal Fees.

Motion to pay the bills made by Director Sassin, seconded by Director Weeks and the vote was unanimous approval.

5. Motion to approve the minutes from the November 25, 2023, regular meeting, with the corrections to Directors/Positions in the opening section of the minutes made by Director Sassin, seconded by Director Carroll and the vote was unanimous approval.

6. Tax collection report for November 2023 was not presented, therefore approval was deferred to next month.

H. There being no other business to come before the Board, Director Barker made a motion to adjourn at 11:20am. Director Sassin seconded the motion and the vote was unanimous.

Debra Lanehart  
District Administrator

(SEAL)